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## Technical

The Monthly Transition Status Review is held the last Monday of each month. This meeting is chaired by the MSFC Transition Manager, Mike Allen. Transition activities, accomplishments, and issues are discussed at this meeting with transition representatives from the SSP projects and center organizations.

# I

## Informational

An active listener hears and understands a message's content and intention of the sender. To sharpen this skill, practice these four guidelines and use them on the daily basis:

- Listen for Content: Precisely what is being said
- Perceive Feelings: Through the way the message is delivered;  
e.g., sincerity
- Nonverbal: Identify if there are mixed cues
- Respond or Restate: To gain clarity, put in your own words what you think the speaker said

# P

## Personal

The five aspects of mental processing that play a significant role in stress:

1. Expectations/Self-Fulfilling Prophecy
2. Mental Imagery/Visual Imagery
3. Self-Talk
4. Controlling and Perfectionist Behavior
5. Anger

More about each of these will be discussed in upcoming tips.

